



# RHETTA ANDREWS BOWERS

TEXAS STATE REPRESENTATIVE

## District Liaison

**Location:** Garland, TX

Under the supervision of the Chief of Staff, the District Liaison will act as liaison between the Representative and constituents, district organizations, local governments, and state agencies.

### JOB FUNCTIONS:

- Attend civic club meetings, receptions, public events, networking opportunities in-district and other events as determined;
- Establish and maintain relationships with local governments, communities, organizations, civic groups;
- Manage constituent casework as assigned;
- Event planning including coordinated logistics, outreach, transportation and parking.
- Report weekly on district activities to Capitol office;
- Assist Chief of Staff in scheduling, and advancing Representative on events she will be in attendance;
- Create and update various important district contact lists.
- Other duties as assigned.

### WORK SCHEDULE:

- Works in an office environment and out in the community, with occasional travel to Austin and other regional destinations required for meeting/staffing the Representative. Will be required to work beyond the regular 8am to 5pm working hours on weekends and some holidays occasionally with short notice.

**To Apply:** Email a resume, brief cover letter, and writing sample to Andre Treiber at [andre.treiber@house.texas.gov](mailto:andre.treiber@house.texas.gov).

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